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TO : Chief, Records Management Division

DATE: 29 November 1954

FROM : Chief, Records Systems Branch

SUBJECT: Standardization of Filing Supplies Program

1. Agency Notice dated 12 October 1953, established certain standards for filing supplies in the Agency. Specifically it provided for the standardization of six basic folders and guides for use in Agency filing operations. The notice also provided for the routing of requisitions for nonstandard items through the Records Management Division for approval prior to actual purchase.

2. The success of this program can be measured to some extent by the fact that the total cost of folders purchased by the Agency in FY 1954 was \$24,528.26 less than it was for the previous fiscal year (1953). There were more folders procured in FY 1953 than in FY 1954, but even on a pro-rated basis, a savings of \$11,210.38 would have been realized. (See Exhibit "A").

3. Exhibit "A" shows the number and cost of folders purchased in fiscal year 1953 and 1954. It also shows the pro-rated cost of the folders purchased each year. Exhibit "B" is a tabulated listing of the number and cost of folders purchased in FY 1954 by transaction. Exhibit "C" shows the same information for fiscal year 1953.

4. There are two other indications of the acceptance of the standard folders in the Agency.

a. Very few requisitions for nonstandard folders are now being received in the Records Systems Branch. This is in contrast to the "many" which were being received immediately after publication of the Notice.

b. Several of the Building Supply Officers have indicated that although there was, and still is, a general reluctance on the part of Agency personnel to accept the standard folders at first, the same personnel did accept them when it became apparent that obtaining "luxury" type folders such as pressboard, classifiles, etc. was not merely a matter of walking to the nearest supply room and asking for them.

3 Attachments

Exhibit A

Exhibit B

Exhibit C

Prepared by PK

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